



POLICY ON ADMISSIONS TO CORINTHIAN CP NURSERY

1. General

Admission Limits

1.1 The limit is governed by the staffing levels and physical limitation of the space available in accordance with DFE regulation.

It has been set at no more than 52 part-time places in any one academic year, with a maximum of 30 places during any one session. (In accordance with a flexible 30 hour offer for eligible families)

2. Applications

2.1 Children's names are placed on a waiting list maintained by the school.

2.2 Applications can be made in the academic year the child becomes two (2).

An application form is completed and given to the school, together with a copy of the child's birth certificate. The information is treated as confidential and in accordance with the Data Protection Act.

3. First Admission to Pre-School Provision

3.1 The earliest age that a child can start is normally the term after the child's third birthday. An earlier starting age will only be considered if there are exceptional circumstances and usually only with the support of a suitably qualified professional person such as a Social Worker or GP. Children with special educational needs will be considered for early entry with the support of the SEN Section.

4. Part Time and Full Time Places



4.1 Places in LEA settings are part time and normally up to a maximum of 15 hours per week. In exceptional circumstances, the LEA can agree for children to be admitted on a full time basis. The LEA would normally expect to see written support from a suitable professional for a full time placement.

4.2 Some children are eligible for 30 hours of pre school education each week. This will be provided in conjunction with Stoneycroft Daycare, either full time 9am - 3pm, or over 3 full days 8am - 6pm. Children will stay for lunch during full day sessions.

5. Allocation

5.1 A child will be considered for a place over two days and one half day sessions. (Monday, Tuesday full days and Wednesday morning, or Wednesday afternoon and Thursday Friday full days.) It is not normally possible to offer a mix of beginning and end of week sessions. The decision on which sessions to offer lies with the Headteacher and Teacher in Charge.

5.2 Parents who are offered a place for their child and decide to defer entry will be placed on the waiting list and their application considered alongside other applications. This place could be lost if it is required by another parent.

6. Children With Special Needs

6.1 Children with Special Educational Needs should be treated no less favourably in the allocation of places. Support and advice is available to schools from Area Special Educational Needs Coordinators to ensure that children are able to access their statutory entitlement.

7.0 Duration

7.1 Once admitted to the provision, children may stay until they transfer to a primary or infant school, or the child reaches statutory school age.



8.0 Allocations of Places

8.1 If, at the application deadline date, there are more places available than there are applications, then all children will be offered a place. Subsequent applicants will be offered places until the provision is full. Once full, applications will be placed on a waiting list and places will be allocated in accordance with the oversubscription criteria.

9. Criteria to be used in the event of oversubscription

9.1 If, at the application deadline, there are more applications than there are places, then places will be offered in accordance with the following criteria until the nursery is full.

- 1 Looked after children in the care of the Authority or with identified special needs or who are supported by the Authority.
- 2 Children will be ranked according to age and point of application with places offered to the first applicant on the waiting list. Children reaching the age of three in the same month are all considered to be three.

10. Casual Applications

10.1 Casual applications for a place in the provision part way through a term will be considered by the Headteacher or Teacher in Charge. If a place is available, the place will be offered. If a place is not available, the child will be placed on the waiting list.

11. Waiting Lists

12.1 When the provision is full, a waiting list will be established in the oversubscription priority order. Children will be entered on the waiting list in the



above priority order. When places become available, children will be allocated from the waiting list. New applications will be added to the waiting list in accordance with the priority order.

12. Exceeding Capacity

12.1 In exceptional circumstances, the number of children admitted to the provision may exceed its stated capacity. This can only be approved by the LEA and is usually where there are extreme social or medical reasons. Supporting evidence may be required.

ADMISSIONS PROCEDURE

- 1 Parents may apply at any time for a place for their child.
- 2 Where there are more applications than places, all applications received by the deadline will be considered using the oversubscription criteria .
- 3 All information given by the carer must be regarded as confidential, but must be made available to those considering the application.
- 4 It should be made clear on the information provided to parents that attendance at the nursery is not connected to the admissions process for Reception. Attendance at a nursery, does not guarantee a place at any specific primary or infant school. When considering applications for primary or infant schools, no priority is given to children who have attended the nursery.
- 5 All applications for places in the provision will be held by the school and considered in the week after the half term, of the term before entry.